

Numbered Memorandum RM 06-25: AIMC MEETING RECAP AND NEXT STEPS

May 5, 2006

MEMORANDUM TO: SCHEDULE REVISION WORKGROUP - CORE TEAM

FROM: SHARON A. EVELIN
DEPARTMENTAL RECORDS OFFICER
OFFICE OF THE CHIEF INFORMATION OFFICER

SUBJECT: AIMC MEETING RECAP AND NEXT STEPS

I would like to thank each of you for participating in the AIMC core team meetings and commend you on the progress being made on the schedule revision initiative.

Attached are (1) a listing of core team members as well as (2) a short summary on progress achieved and decisions reached at the AIMC meetings. Also attached is (3) a listing of the schedules assigned for revision and the site/sponsors to which each was assigned. Assignments include a primary and secondary sponsor who will work together on schedule revisions. A suggested process for use in revising schedules is also included (4).

An input module has been developed and the (5) attached file contains instructions to enter draft schedules and accompanying information. Each site's input is password protected. Gordon Weaver (Grand Junction) will e-mail each lead sponsor an assigned user name and password in the next few days. The core team will be able to review all of the schedule drafts, but edit only their own products. Questions regarding the input module should be addressed to Gordon at Gordon.Weaver@gjo.doe.gov. Questions regarding the "roll-up" process should be addressed to Kermitt Nicks (Savannah River) at kermitt.nicks@srs.gov.

Timeline for completing and posting the draft schedules is June 30, 2006. The following two-week period (July 3 through 14) will enable team members to do a final review and comment on all of the drafts.

A final meeting of the core team will be held July 18, 19 and 20 (with travel days Monday, July 17 and Friday, July 21) in Albuquerque, New Mexico, to discuss, edit and finalize the draft schedules. Provisions will be made at that time to address any outstanding issues. Meetings will take place at Albuquerque's Energy Training Complex, 1401 Maxwell Street. Directions are attached (6). A block of rooms at the Government rate has been reserved under "DOE" at the Ramada Limited, 1801 Yale Street, Albuquerque, New Mexico (505-242-0036). Please remember to make reservations as soon as possible under the "DOE" block.

Please indicate to Susie Jones (at Roxzanne.jones@hq.doe.gov) whether you will be able to attend the July meeting. Questions regarding this memorandum or the schedule revision initiative may be addressed to me at sharon.evelin@hq.doe.gov.

On another issue, I am also attaching files that contain a copy of a (7) Separation Checkout Form and (8) instructions. The file was provided by Fred Walden (Yucca Mountain) at the request of core team members. Questions regarding the form should be addressed directly to Fred (at Frederick_Walden@ymp.gov).

Attachments: 8

cc: FYI IT Council